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Guidelines and Deadlines
for Project Progress Report
Learn and Serve Idaho
Due to the State Department of Education within 10 days of the end of the reporting period defined below.

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Purpose

The objectives of the Project Progress Report (PPR) is threefold:

1. *Learn and Serve Idaho* Project self-assessment and continuous improvement
2. Information collection for distribution to the public
3. Program monitoring (Continuation of funding is based on the demonstrated progress toward achievement of project goals along with the availability of federal funding).

> *Project Coordinator:*
> *Dr. Dan Prinzing*
>
> *Questions? Contact:*
> *Katherine Weatherspoon*
> *(208) 332-6974*
> *krweatherspoon@sde.idaho.gov*

Completion and Submission Guidelines

- Projects must complete PPRs tri-annually
- The PPR must be completed together by the ***Learn and Serve Idaho* Project Supervisor** and the ***Learn and Serve Idaho* Youth Advisory Committee**. All members should review and attach comments to the completed PPR.
- **Both Supervisor and Youth Advisory Committee Chair must sign the PPR**
- Use additional pages and provide hard copy evidence to thoroughly answer each question.
- Questions regarding the completion of the PPR should be referred to the Project Assistant, Katherine Weatherspoon, at 208-332-6974 or krweatherspoon@sde.idaho.gov

		Reporting Periods	*Due Dates*
1.	First Report	June 1 – September 30	October 10, 2006
2.	Second Report	October 1 – January 31	February 9, 2007
3.	Third Report	February 1 – May 31	June 9, 2007

> **Mail to:**
> *Katherine Weatherspoon*
> **State Dept of Education**
> **650 West State Street**
> **Boise, ID 83702**

Definitions

Learn and Serve Idaho: Provides young people with opportunities to serve Idaho by connecting community service with academic learning, personal growth, and civic responsibility. Grantees create new service learning programs, replicate existing models, and train staff, faculty, adult volunteers, and students in service learning. Participants are school-age youth as well as faculty, staff, and community members.

Revised February 2005

Community Volunteer: Individual recruited and/or coordinated by *Learn and Serve Idaho* members. Community volunteers provide direct service to help the project achieve its objectives.

Youth Advisory Council: Drawn from the student population with the purpose of providing authentic youth voice to service-learning efforts.

DIRECTIONS FOR COMPLETING THE PROJECT PROGRESS REPORT
NOTE: Each report must specifically address progress on each of the following:

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1. QUANTATATIVE PERFORMANCE AND RESULTS
Describe resources generated by the *Learn and Serve Idaho* project. Provide quantitative data. Please remember to include time-sheets for the site coordinator.

2.PROJECT GOALS
Focus on the main goals of the project. Please list them and then align your comments throughout the remainder of the report.

3. KEY MILESTONES
Provide a narrative summary that includes measurable information about your project and outcomes for this reporting period. Include details of each of the following:
- 3.1. Project accomplishments;
  - "Bragging Rights"
  - Share challenges, strategies, and results
  - Contribute to "promising practices"
  - Describe the volunteer opportunities, recruitment, and training.
- 3.2. Publicity and/or stories that communicate to the public how the *Learn and Serve Idaho* project is impacting the community (attach copies of press clippings, flyers, letters, or other documentation which relates to the member's activities and achievements);
- 3.3. Efforts that promote project sustainability.

4. KEY ISSUES, CONCERNS, OR CHALLENGES
For each of the following, please identify them as resolved or needing yet to be resolved.
- 4.1. Describe any difficulties encountered.
- 4.2. Include any issues that might require the attention of or could be assisted by the SDE Project Coordinator.
- 4.3. Identify needs for technical assistance.
- 4.4. If there is a need to make revisions to the current work plan or project application, please describe.

Revised February 2005

5. IMPACTS

Impacts are measurable changes in the community, school, or with students that occur as a result of a service activity. Impacts are measures of effectiveness, including measures of cost effectiveness. Plans for sustainability and replicability should be included with this programming element. Discussion should include evidence of progress toward:

5.1. Developing systems, structures, and capacity to advance service learning as a teaching/learning strategy and as a component of school improvement with benefits for all students.

5.2. Helping students reach high standards and develop civic responsibility as an integral component of education

5.3. Strategies to increase the scope of high quality service-learning throughout the school

5.4. A job description for the Service-Learning Coordinator.

5.5. Support the professional development of the Service-Learning Coordinator and classroom teachers

5.6. Evidence of having formed an advisory committee to support the institutionalization of service-learning at the school through policy, practice and capacity building

5.7. Evidence of having formed a Youth Advisory Committee.

5.8. Students being informed vocal advocates in communities and across state for service-learning as and integral part of education and civic responsibility.

5.9. Resources mobilizing within and outside of the school in support of the project or activities (include collaboration etc.);

5.10. Development of partnerships with local public and private sector organizations/businesses

5.11. Community events that support the project

5.12. Donations and other in-kind support for the project

5.13. Efforts regarding the writing of any grant applications for funding and other resource.

6. CURRICULA, INSTRUCTION, AND ASSESSMENT

6.1. Please include the professional qualifications of the Service Learning Coordinator/Teacher (e.g. level of education, certifications held, present and past teaching assignments if applicable, experiences with service learning)

6.2. Please submit a course outline specific to the curriculum your *Learn and Serve Idaho* project is using. Include the course description, assignments and requirements, and number of hours of service required by participants.

6.3. Provide examples of the assessments used to evaluate students. Please include examples of the reflective practice expected of students.

6.4. Include copies of minutes of your Youth Advisory Council (drawn from the student population with the purpose of providing authentic youth voice to service-learning efforts).

6.5. Submit a copy of the needs assessment developed and implemented by students participating in the program. Summarize the identified needs and appropriate service activities determined.

6.6. Include a description of how you will evaluate the success of the project and measure the effectiveness and impact of the *Learn and Serve Idaho* funds upon your community.

7. PROFESSIONAL GROWTH AND DEVELOPMENT

7.1. List orientations/ in-service/ professional development/ trainings/ or other technical assistance provided to the *Learn and Serve Idaho* project members by the sponsoring organization or other entities in the community during the reporting period.

7.2. **As identified in your grant application, Schools/Programs with a Service Learning Coordinator** (An informed vocal advocate in their communities and respective districts for service-learning as an integral part of school improvement, helping students reach high standards, and developing civic responsibility), provide evidence of meeting the program quality indicators listed in table 7.2.

7.3. **As identified in your grant application, Schools/Programs with a Service Learning Teacher** (An informed vocal advocate within your school for service-learning as an integral part of school improvement, helping students reach high standards, and developing civic responsibility), provide evidence of meeting the program quality indicators listed in table 7.3.

8. COMING UP NEXT

Provide a brief explanation of intended major activities for the next reporting period. Include who else may need to be involved and resources that may be needed.

9. NATIONAL DAYS OF SERVICE

Provide a brief explanation of your activity from the most recent National Day of Service and your plans for the upcoming National Day of Services including:

9.1. Make a Difference Day – October 28, 2006

9.2. Martin Luther King, Jr. Civil Rights Day – January 15, 2007

9.3. National Volunteer Week – April 15-21, 2007

9.4. National Youth Service Days – April 20-22, 2007

10. BUDGET STATUS

10.1. Using the *Learn and Serve Idaho* Budget Report (table 10.1) provide a description of the funds expended to date. You may also include narrative if needed.

10.2. Using the *Learn and Serve Idaho* Record of Matching Funds (table 10.2) provide a description of the matching funds collected to date. You may also include narrative if needed.

Reports **must be postmarked or received by the reporting due date.** Electronic mail submissions will be accepted, however a hard copy must be mailed due to signature requirements. If you need an extension of time, please call *Katherine Weatherspoon at 208-332-6974.*

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